

RIPARIAN BUFFER PROGRAM

PROJECT CHECKLIST

Project Name: _____ **Date:** _____

(Initial and Date all items completed/indicate NA if not applicable to this project)

Application Completed: _____

Site Visit and Evaluation for Completed: _____

TN One Call Completed _____

Easements and Property Boundaries Marked: _____

Volunteers Recruited: _____

Trees Ordered: _____

Tools Available: _____

(Buckets, shovels, maddox, loppers, bow saws, wheelbarrows, gloves, trash bags, table, chairs)

Advise volunteers of proper clothing and footwear: _____

Mulch Ordered if Needed: _____

Water for Trees Arranged if Needed: _____

Food and Water if Needed: _____

Table and Tent for Check In if Needed: _____

Porta-Potti Arranged if Needed: _____

Dumpster Arranged if Needed: _____

Brush Removal Arranged if Needed: _____

Press Releases: _____

Waiver Forms and Pens _____

Photo Points-Pre and Post Planting: _____

RBP Brochures and Tree Guide Booklet: _____